

## Master's Degree Requirements Checklist

Check	Item	Date Completed
<input type="checkbox"/>	1. Core courses or equivalent	_____
<input type="checkbox"/>	2. Specialty seminars	_____
<input type="checkbox"/>	3. Research guidance/problems	_____
<input type="checkbox"/>	4. Graduate seminars	_____
<input type="checkbox"/>	5. Elective courses	_____
<input type="checkbox"/>	6. Selection of comprehensive exam committee	_____
<input type="checkbox"/>	7. Comprehensive examination	_____
<input type="checkbox"/>	8. Submission of comprehensive exam results to Dean*	_____
<input type="checkbox"/>	9. Application for candidacy	_____
<input type="checkbox"/>	10. Submission of approved Candidacy form to Dean*	_____
<input type="checkbox"/>	11. Selection of topic approval committee**	_____
<input type="checkbox"/>	12. Preliminary topic approval exam**	_____
<input type="checkbox"/>	13. Topic approval examination**	_____
<input type="checkbox"/>	14. Topic approval by Program Faculty**	_____
<input type="checkbox"/>	15. Submission of approved thesis form to Dean*	_____
<input type="checkbox"/>	16. Selection of thesis committee**	_____
<input type="checkbox"/>	17. Thesis completed** / ****	_____
<input type="checkbox"/>	18. Residency requirement***	_____

**NOTES:**

- \* These items are done on behalf of the student by departmental personnel. However, it is the ultimate responsibility of the student to ensure that all items and forms are completed.
- \*\* For Master's with Thesis programs only. The thesis must be completed in accordance with strict formatting guidelines. A guide for the writing and production of the dissertation can be obtained from the office of the Vice Provost and Dean of Graduate Studies.
- \*\*\* In view of the nature of the residency requirement, students are encouraged early in their graduate programs to plan to meet this requirement by the prudent and timely selection of courses, credits, and registration status (full time or part time, etc.).
- \*\*\*\* It is traditional for the student to provide his or her major advisor with a bound copy of the final thesis.